

**Viota & Associates CPA LLC**

(787) 296-9060 | mforteza@viotacpa.com

Invoice #:  
202400682Invoice Date  
10/30/2024Page  
1 of 1

Bill To:

**OFFICE OF THE FPM, LLC**1225 AVENIDA JUAN PONCE DE LEON  
SAN JUAN, PR 00907

Please pay by

10/30/2024

Invoice Total

**\$593.75**

For professional service rendered as follows:

10-2024 Services - 4.75 hours @ \$125.00

Date	Staff	Activity	Hours	Units
10/02/24	Forteza, Maria	Client Communications	0.25	
Upload Direct debit authorization Marina Martinez Cora, and email Javier Gonzalez requesting 09/2024 invoices.				
10/11/24	Forteza, Maria	Accounting Services	0.25	
Download and file 09-2024 Invoices received				
10/17/24	Forteza, Maria	Accounting Services	1.50	
Invoices 09-2024, work on spreadsheet.				
10/18/24	Forteza, Maria		1.75	
Process 09-2024 ACH Vendor payments, Add Ceiba Interpreters and pay				
10/21/24	Forteza, Maria		0.75	
Vendor ACH payments & PS withholding deposit 09-2024				
10/22/24	Forteza, Maria		0.25	
ACH vendor payment - IPSOS (09-2024)				
Total Amount				593.75

Invoice Total

**\$593.75**

## Additional information

Invoices are due upon receipt. Your prompt payment is appreciated.